

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
April 22, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:07 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Richie Cline motioned to approve the agenda, Katrina Guitierrez seconded, and the motion carried 8/0/0.

D. **APPROVAL OF MINUTES 4/8/2020:**

Richie Cline motioned to approve the 4/8/20 meeting minutes, Bobby Hale seconded, and the motion carried 8/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The Director reported that the security grille was installed last Friday, and expressed that it turned out very well and will add an additional layer of security. The director also reported that we had a locksmith out to finalize re-keying. Once all invoices are in the director will complete the closeout report.

- ii. **2018 ICDBG – Cultural and Environmental Protection Center:**
The director reported that approval of the schematic design drawings was provided on 4/13/20. The architect anticipates having 50% Construction Documents by 5/8/20, and 100% Construction Documents by 5/25/20. Following review, the drawings will be submitted to Madera County for permits. Design has taken longer than expected, and the director plans to revise implementation schedule as necessary following plan check.
- iii. **2019 IHBG Competitive Funding - Infrastructure:**
The director reported that we continue to have weekly design meetings. Geotechnical borings were done on 4/11/20, and we plan to begin digging test pits tomorrow with the geotechnical engineer and civil engineers on site. We have continued to work through grading and drainage issues around the homes, and necessary ADA parking. We have also requested a 4th dumpster to be provided for the homes, since our service is only available once per week. The director presented the most recent design layout for the dumpster. The director also reported that information necessary for a PG&E application was signed and submitted.
- iv. **Low-Income Housing Tax Credits (LIHTC):**
The director reported that the BOC approved the architectural addendum via email on 4/14/20. This is the final revised architectural fee to be locked in for the remainder of the project and is based on the application totals submitted to the California Tax Credit Allocation Committee with our 2020 application. This total cost was also per the line items previously negotiated when entering the architectural contract. The fee is based on a total construction cost of \$8,551,485 with a design fee of 4.5% or \$384,816.83, of which \$25,000 has already been paid toward preliminary engineering.
- v. **32886 Road 222, North Fork, CA 93643:**
The director reported that rough plumbing – drainage and water supply inspections were completed and signed off by the County. Rough electrical is in progress, and we have installed a new 200-amp sub panel and new wiring running from the meter location. The director has submitted a PG&E application for disconnect and a panel upgrade, but PG&E has said that it will not be scheduled until the stay at home order is lifted. The crew has started to remove exterior siding for new windows which was postponed until next Monday. HVAC is scheduled for this week to verify gas and power location, and the crew has framed in a location for the HVAC unit. A French drain has also been installed behind the home to provide proper drainage.
- vi. **Mill Site Road:**
The director has reported that the tribe's contribution toward this road is under contract, and the North Fork Community Development Council has separately negotiated for water and sewer infrastructure. The contractor had the road surveyed last Thursday to determine the extent of asphalt removal. The director has also been in contact with the geotechnical engineering for required inspections and testing, per the bid specifications this was to be provided by the Tribe. A firm schedule has not yet been provided but asphalt will be removed, and then the water line will be installed, followed by the roadway.

vii. Caltrans ATP Technical Assistance:

The director reported that he had applied for a technical assistance opportunity through Caltrans for assistance with a future Active Transportation Program (ATP) grant application. The technical assistance was being provided to 10 disadvantaged communities statewide and at least one tribe. The director has coordinated with Madera County in the past who has applied in both 2014 and 2018 for the sidewalk, pedestrian path and bridge along Road 225 across Willow Creek. The director received notice that technical assistance was awarded. The director has coordinated with Madera County Public Works and they have committed to reapplying, and the director and County staff held a kickoff meeting with the consultants yesterday. Weekly calls are anticipated until the due date in June, this time is billable to the Tribe's Tribal Transportation Program funding and there is no other financial commitment. We may assist with data collection or a community input survey to greater justify the project. The director presented a project map.

(2) Chairperson:

(3) Other:

F. NEW BUSINESS:

G. OLD BUSINESS:

H. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 5:24 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) XXS0120:

Staff presented a prior down payment applicant seeking to refinance. Consensus of BOC to sign the subordination agreement necessary to refinance.

(2) 57112 Rd. 225 #A:

The director reported that an applicant has been selected for the vacant one-bedroom unit, and we are awaiting necessary background documentation for final approval.

(3) 57118 Rd. 225:

The director reported that the tenant has provided a 30-day notice and will be moving by May 1st. Staff will plan to contact the next applicant on the waitlists.

(4) Trespasser:

The director reported that a complaint was received regard a trespasser on the property. This was previously discussed at a BOC on 3/11/20, and a notice was issued to applicable tenants. Tribal Council representatives stated that they were separately addressing.

(5) Policies:

Debora Kerns-Barba and Bernice Polkenhorn exited meeting. Motion to table discussion on consulting proposal carried 4/3/1, Shannon Wentworth abstained. Debora Kerns-Barba and Bernice Polkenhorn re-entered the meeting.

(6) **COVID Response:**

The director informed the BOC that he emailed out a spreadsheet prior to the meeting with notes on proposed uses of HUD CARES Act funding.

i. **IHBG:**

The Director presented and reviewed the spreadsheet regarding proposed uses of funds. Implementation guidance not yet issued for this funding source, but the amount of funding to be received from the 200 million allocated to this program has already been determined based in the IHBG distribution formula. An abbreviated Indian Housing Plan (IHP) will need to be submitted and approved for eligible activities in order to receive this funding. Grant will be tracked and reported separately from IHBG formula funds.

ii. **ICDBG:**

The Director presented and reviewed the spreadsheet regarding proposed uses of funds. Implementation guidance not yet issued for this funding sources, but the 100 million dollars allocated to this program is going to be distributed on a non-competitive basis and the director expressed that this source of funding should be a priority if distributed on a first come first serve basis. The amount of funding available may dictate how we utilize the IHBG Cares Act Funding. The director expressed that he would provide more information as it became available.

Bobby Hale motioned to come out of executive session at 6:17pm, Richie Cline seconded, the motion carried 8/0/0.


I. **NEXT MEETING:**

May 6, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

Bobby Hale motioned to adjourn at 6:18 pm, Elaine Fink seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 6th day of May 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 8 for, 0 against, and 0 abstaining.


Commissioner

5-6-2020
Date


Commissioner

5/6/2020
Date